

# Attending a WebEx Delaware Bicycle Council Meeting

## Purpose and Scope

WebEx is a service that offers audio, video conferencing and screen sharing services for state and external participants. WebEx is a cloud-based offering. It is best for meeting of 1-100 active participants but can support up to 1,000 participants.

This document will describe:

- Notification to attend a WebEx meeting
- Joining a WebEx meeting

**Note:** Your iPhone/Android offers a phone version for WebEx meetings/events, however this is not covered in these instructions.

## IMPORTANT:

These instructions are for **ATTENDING** a WebEx Delaware Bicycle Council meeting.

- You do not need a license to “Attend” a WebEx meeting, however you may be prompted to download the WebEx app when joining the WebEx meeting.
- A WebEx session is best attended directly from the device you are using. Do not launch or access the WebEx meeting/event through a Remote Desktop connection.

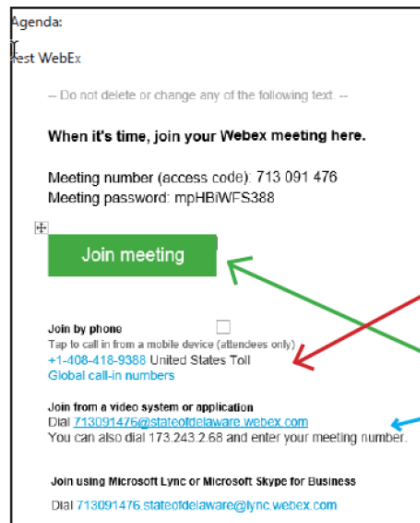
## Notification to Attend WebEx Delaware Bicycle Council Meeting

When a WebEx Meeting is scheduled the attendee(s) will receive an e-mail invitation. Below is the calendar invitation that the attendee(s) will receive.



The e-mail and calendar event will provide information as shown below. *If not invited via e-mail, this information will be on the agenda to access the Council meeting.*

**p.m.** The WebEx dial-in line is (xxx) xxx-xxxx and if using a device, the WebEx Meeting Number (access code) is xxx xxx xxx and Meeting Password is xxxxxxxxxx. If accessing the meeting you may be asked to download the WebEx app on your device. Instructions and handouts for attending this WebEx meeting are located at <http://deldot.gov/Programs/bike> under DBC Agenda & Meeting Minutes.



Agenda:

Test WebEx

— Do not delete or change any of the following text. —

**When it's time, join your Webex meeting here.**

Meeting number (access code): 713 091 476  
Meeting password: mpHBWFS388

☐ Join by phone

Tap to call in from a mobile device (attendees only)  
+1-408-418-9388 United States Toll  
Global call-in numbers

☐ Join from a video system or application  
Dial 713091476@stateofdelaware.webex.com  
You can also dial 173.243.2.68 and enter your meeting number.

Join using Microsoft Lync or Microsoft Skype for Business  
Dial 713091476.stateofdelaware@lync.webex.com

The screenshot shows a green 'Join meeting' button and three join options. A red arrow points from the text '1) Dial in using the phone number provided in the meeting invitation and enter the Meeting Number when prompted' to the 'Join by phone' section. A blue arrow points from the text '2) Join online using the links provided in the invitation' to the 'Join from a video system or application' section. A green arrow points from the 'Join meeting' button to the 'Join from a video system or application' section.

Your meeting attendees can choose how to attend:

1) **Dial in** using the phone number provided in the meeting invitation and enter the Meeting Number when prompted

or

2) **Join online** using the links provided in the invitation

## How to join a WebEx Delaware Bicycle Council Meeting...

### ... dial in only

When attending via phone only, dial the phone number provided in the meeting invitation and enter the Meeting Number when prompted. *If not invited via e-mail, this information will be on the agenda to access the Council meeting.*

### ... using the WebEx URL

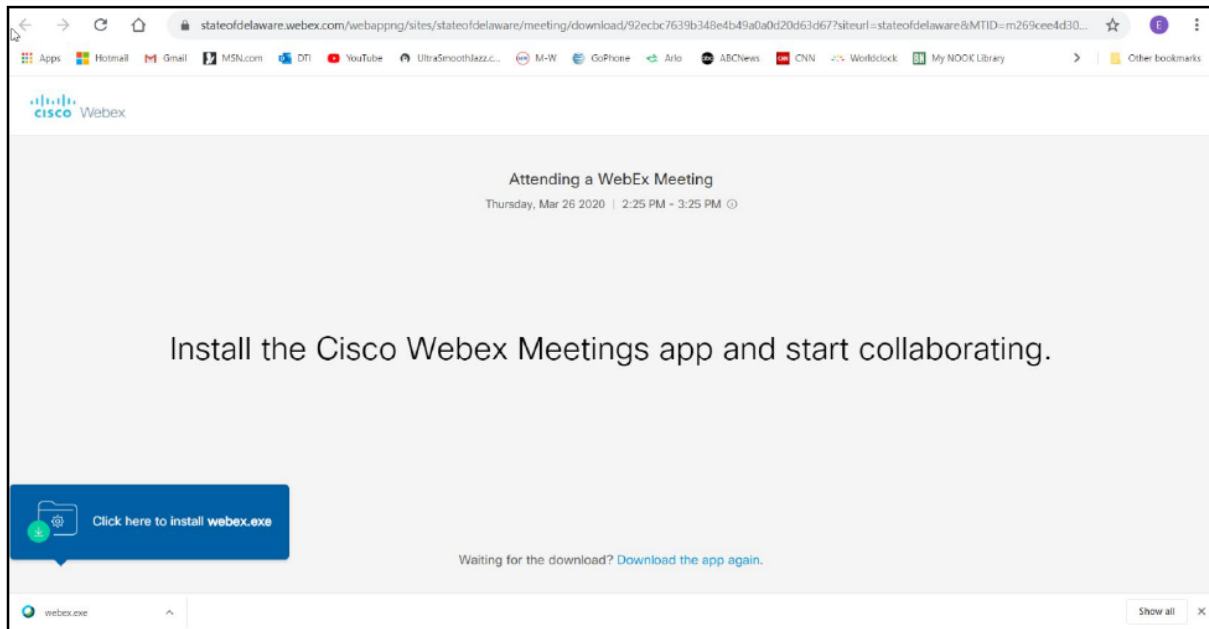
If you are at home, it is recommended to not attend through the remote desktop connection. Open a browser window and type in the URL

<https://stateofdelaware.webex.com/hostfirst.lastname> , enter the Meeting Number.

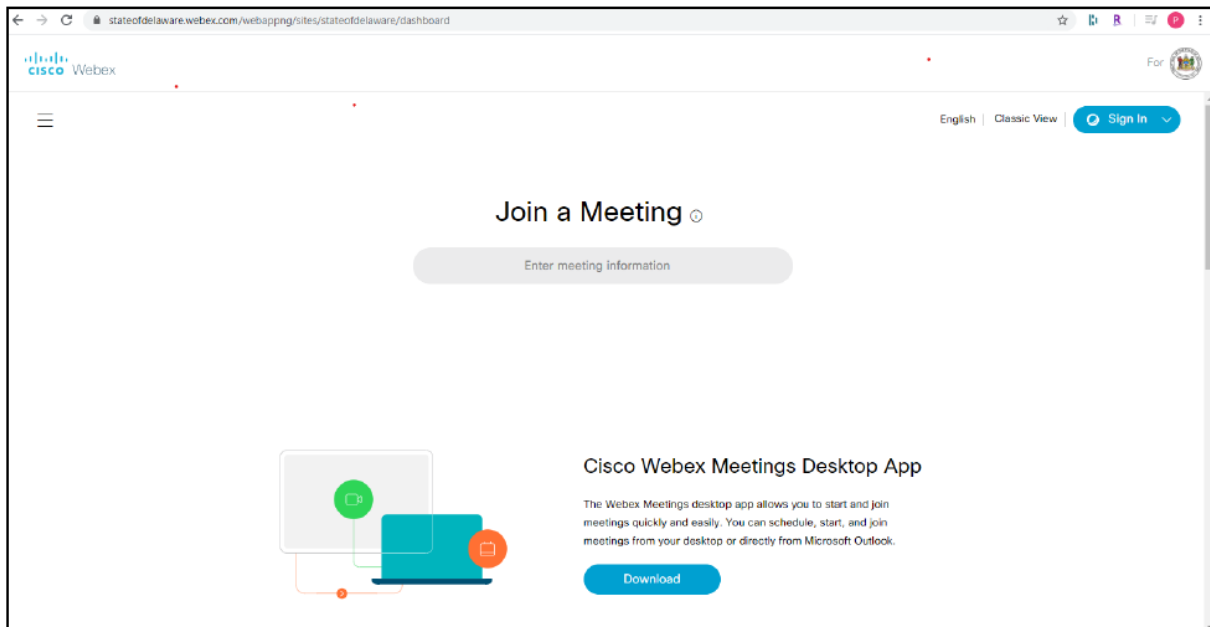
### ... using Outlook at your office or home via OWA or O365 Online

Select the Join Meeting link from the e-mail or event calendar. Enter the information as prompted.

First time users will be asked to install the Cisco WebEx Meeting app.



You will be prompted to Join a Meeting by entering the meeting information



Cisco Webex Meetings

Attending a WebEx Meeting




2:25 PM - 3:25 PM


Enter your information

Next

Already have an account? [Sign in](#)

More ways to sign in



The message below will display until the Meeting Organizer starts the meeting.

